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On Personnel Management

for SUPERVISORS

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U. S. DEPARTMENT OF AGRICULTURE

from the Director of Personnel

THE "LIGHT" THAT CAN FAIL!

Uniforms and badges, buttons and pins are usually symbols that the people who wear them do so with pride and enjoyment for what they stand for.

But there are some symbols - though they stand for a most humane service and fill a most serious need - which no human ever wants to possess a need for.

These are the dark glasses, the white cane and the seeing-eye dog.

Being born without sight - as was the famous Helen Keller - is a tragedy over which man has no control.

And the loss of sight because mankind as yet doesn't have complete control over diseases of the eye is equally tragic.

The 17th century English poet, John Milton, lost his sight at age 44 in his zeal to complete his laborious task of writing in Latin his pamphlet "Defense of the People of England."

But losing sight through accident or abuse of this gift of the senses is a tragedy which might and must be avoided if possible.

Many people today, who are without sight, have lost this precious gift through accident during their leisure hours, but very often, during their hours on the job.

And it is this tragedy that this "Tips" is concerned with and through which it is aimed to focus attention on a most important subject - Eye Safety.

It is incumbent on every Supervisor not only to read it thoroughly and follow the advice diligently, but to see that every employee does likewise.

"He that is stricken blind
cannot forget

"The precious treasure of
his eyesight lost."

--Shakespeare

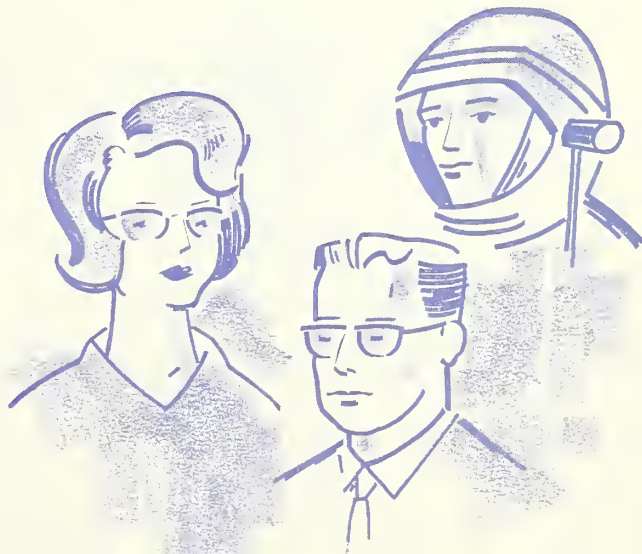
Carl B. Barnes
Carl B. Barnes
Director of Personnel

EYE SAFETY

Vision is generally accepted as the most valuable of our five senses. Eye hazards vary by occupations. Protection should vary accordingly. Skilled craftsmen especially are exposed to potential eye hazards--almost any hand or machine tool is a potential threat to the eyes. It is important for a supervisor to know how eye injuries happen--on and off the job--and what can be done to prevent them.

PROTECTION

Eye protection has been engineered with careful consideration given to personal comfort in the many types of safety glasses, shields and helmets available for eye protection. More and more persons are specifying shatterproof lenses for their personal glasses, ground to their prescription so they will have constant protection. The cost is little compared to the protection given.



Eye protection of good quality should always be suited to the particular hazardous operation. Eye protection should be fitted, adjusted and comfortable so there will be no distraction from concentration on the tasks to be performed. The range of protection available is practically limitless;



- Simple, lightweight, sturdy, shatterproof spectacles
- Large, safety-cover goggles for use over ordinary glasses
- Clear plastic shields to cover the face
- Goggles with side shields, ventilated, fitted with varying light density lenses.
- Helmets--with safe shade lenses of varying density
- Shields to mount in front of machines
- Shields to position in front of an operation by magnets or other fasteners

EYE PROTECTION, TO BE EFFECTIVE, MUST BE WORN OR IN PLACE, KEPT CLEAN AND FREE FROM DUST AND GRIT, AND INSPECTED AND OVERHAULED AS NEEDED.

Visitors or other persons authorized or wishing to enter a hazardous area should be protected.

MULTIPLE EXPOSURES

Eye injuries are not confined to "shop areas" or on-the-job activities. Eye exposure is almost constant--on and off the job. Eye protection is needed to guard the eyes while--

Pounding a nail

Removing wall paper

Scraping paint

Chipping concrete

Drilling plaster

Dropping solder on a wet surface (especially acid-core solder)

Removing tacks

Splashes from chemical drain cleaners, paint removers, lacquer thinners and alcohol

Cutting brush

Welding and brazing

Snow exposure

Careless use of paint brushes

Blown particles or liquids with compressed air

Cutting, drilling scaling and grinding metals

Woodworking

Cutting, chipping or dressing stone or brick

Machine planing or cutting

Gases, fumes and liquids when handling acids or caustics, such as sulfuric or muratic acids, anominia, creosote, etc.

Hot metal--handling, pouring or shaping

Radiant energy and flying hot particles

FIRST AID FOR EYE INJURIES

Cautious but fast first aid and/or medical treatment for eye injuries is important.



Chemical Burns

1. Flush thoroughly with water to remove all of chemical.
2. Treat like other burns.
3. If eye is burned by creosote or other chemicals, after flushing with water, cover with sterile compress and see doctor.



Eye Wound

Object imbedded in eye or surrounding tissues:

1. Do not rub the eye.
2. Tell patient to look down.
 - a. Grasp edge of upper lid, make slight pressure on the skin surface of the lid with the side of a blunt pencil or the edge of a match stick, and turn the inner surface of the lid upward.
 - b. Remove foreign body with the corner of a piece of gauze or a clean handkerchief.
3. If the foreign body is seen on the clear front part of the eye have the patient wink several times and see if it can be dislodged.
4. If the foreign body is imbedded and cannot be dislodged, do not attempt to remove it. Have the patient close the eye, place a pad or piece of moist cotton over the closed lid, bandage and obtain medical attention.

SUNGLASSES

Care in the selection and wearing of sunglasses is highly important.

Selection

- Shatterproof glass may save your eyes and your life.
- Avoid glasses with distortions, pits or scratches.
- Use glasses, optically ground, polished and inspected for flaws.
- Curved lenses fit closer to the eye and give more protection.
- Some glasses are constructed to reduce glare--and infra-red (heat)--and ultra-violet (sunburn) rays.
- Amber lenses distort green and yellow light (includes traffic signals).
- Neutral gray or green (not blue) are good colors.
- See your doctor and use his advice if your eyes bother you.



Wearing

- Avoid wearing unnecessarily so you won't chance reducing your tolerance to bright light.
- Don't wear for night driving if they are dark enough for day-driving. They are a real hazard at night.
- Remove before entering tunnels and while driving through extended shady areas.
- Avoid wearing in early morning or late afternoon unless driving into the sun.
- Avoid wearing indoors.
- Use your doctor's advice.

COMFORT

- Preserve your sight through regular checkups.
- Refresh your eyes with periodic rests.
- The application of cool, moist cotton pads to closed lids is very refreshing.
- Avoid using outdated prescription lenses.
- Examine your lenses for scratches. (Keep in case when not in use). Distortions from scratches can cause eye strain.
- Keep frames straight in line to avoid visual distortions.
- Assure proper lightning for the work or reading your eyes are called upon to do.



COMBINE CORRECT AND PROTECTED VISION AND COLLECT THE PAYOFF

- Better health
- Working comfort
- Less tension
- Less natural fatigue
- Improved accuracy

- More reliable output
- The preservation of one of life's most precious possessions--THE SIGHT TO SEE.

CLOSED EYELIDS IMPORTANT WHEN UNCONSCIOUS

From the National Society for the Prevention of Blindness' publication, "Wise Owl News," we quote:

"Check Unconscious Person's Eyelids. A vital first aid reminder for both on-the-job and non-work emergencies:

If a person is unconscious, as in a coma or following a stroke, be sure his eyelids are completely shut. Serious visual damage can result if the eyes remain open or only partially closed for any extended length of time. Although it is unusual to find an injured person with his eyes still open, such cases are not unknown. Check the eyes of every accident victim, for even one incident of visual damage due to this preventable cause would be too many. The cornea, the eye's transparent 'front window' must constantly be bathed with tears, a function that is carried out by the eyelid each time you blink. Should the eyelids remain open and the cornea thus becomes dry and irritated, a serious condition called Exposure Keratitis which causes clouding of the cornea would result. Remember, an unconscious person's eyes must be closed. If necessary, you do it gently with your fingertips. Should the eyelids persist in staying open, close them once more and cover them with eye pads or tape them shut with small strips of adhesive. Prevent eye damage from becoming a totally unnecessary result of any accident."

This Tip is just a thought-starter. It doesn't cover everything. As a supervisor you and those working with you must anticipate hazards related to the environment and conditions on and off the job and take precautionary action.

